



UConnectCare (formerly GCASA) is a progressive nonprofit organization located in WNY offering help to those impacted by substance use disorder through prevention, treatment, residential, detox, and recovery services for almost 50 years. UConnectCare has earned a local and regional reputation for excellence and was recognized as a Best Company to Work for in New York, 2018-2023.

JOB VACANCY

CHIEF FINANCE OFFICER (CFO)

RESPONSIBILITIES

The Chief Finance Officer (CFO) and administration will define the process and implement the infrastructure/systems needed to support agency growth. CFO will continue to build and manage effective and streamlined administrative/financial systems, including accounting, legal, and physical infrastructure. As a member of the senior management team, the CFO will be involved in strategic planning, evaluation, and professional development initiatives, as well as planning for the agency's expansion as necessary. The CFO will also interact with program recipients as a mentor.

Specific responsibilities include:

- Review and approve preparation and finalization of monthly and annual financial reporting materials and metrics for the board of directors.
- Oversee budgeting, financial forecasting, and cash flow for administration, existing programs, and proposed new sites.
- Manage one full-time assistant administrator; hire and retain other finance support staff as needed in the future.
- Coordinate all audit activities.
- Serve as a business partner to the CEO on the organization's financial, budgeting, and administrative processes—including payroll, payables, receivables, billing, - with an eye to continuously developing and improving systems.
- Develop successful and trusting relationships with the program recipients and create and sustain an environment that supports these relationships.

QUALIFICATIONS

The CFO will have at least five to eight years of professional experience, including managing the finance and administration of a \$10-\$20 million organization (preference given to nonprofit experience). The CFO will have experience creating and driving the analytic framework for planning and managing organizational change in a highly entrepreneurial organization.

The CFO will have the following experience and attributes:

- Bachelor's degree (MA/MBA preferred) in Business, Management, or Finance
- Excellent people skills, with experience collaborating in a multidisciplinary, diverse, and dynamic team

- Demonstrated experience in financial management and accounting, ideally in the nonprofit sector
- Experience should include legal, audit, compliance, budget, and resource development
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems
- Proven effectiveness leading professionals in finance and accounting
- Technologically savvy, with an ability to point to examples of having worked with IT staff to develop and implement new processes and systems that increased efficiency in a fast-moving environment
- Flexible and a self-starter; able to multitask while also being highly detail-oriented.

REPORTING RELATIONSHIP:

The CFO reports to the Chief Executive Officer.

Status: Full time, salaried exempt

Pay Range: \$ 93,000-\$110,000 annually

Location: 430 East Main Street, Batavia location

Valid NYS driver's license and method of transportation required. Must be addiction free, including tobacco. Pre-employment background check/post offer drug screening required. CARF and NHSC accredited. EOE

FOR MORE INFORMATION OR TO APPLY:

Apply online with a cover letter and resume to:

UConnectCare, Attn: Human Resources

430 East Main Street

Batavia, NY 14020

Phone: 585-815-1801

Email: kcorcoran@uconnectcare.org

POSTED: 12/05/2023

DEADLINE: ASAP

UConnectCare does not discriminate on the basis of race, creed, color, national origin, sexual orientation, age, disability, or marital status as decreed by Law, and is in compliance with Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.